

RFP 600-10-611

2011 CALIFORNIA VEHICLE SURVEY

Questions and Answers

- 1. Can the California Energy Commission provide a sample frame for the commercial vehicle survey? Is it safe to assume that it will be the DMV database?**

The Energy Commission will provide the sampling frame for the 2011 CVS commercial vehicle survey. For the 2009 CVS, the Energy Commission provided the Contractor with the DMV database as a sampling frame for the commercial vehicle survey; however, Bidders should not assume that the DMV database will be the sampling frame for the 2011 CVS.

- 2. Is this bid strictly for a survey, or does it include a recommendation or actual physical remediation?**

This is a bid for survey design, survey execution, analysis of survey results, and model estimation.

- 3. Will an electronic or paper copy of the 2009 CVS be made available for bidders during the proposal process?**

The 2009 CVS Commercial Fleet Recruit Survey Questionnaire, the 2009 CVS Household Recruit Survey Questionnaire, the 2009 CVS Task 4 Report, the 2009 CVS Task 7 Report, and the 2009 CVS Task 8 Report were e-mailed on March 30, 2011 to all parties that e-mailed questions and those who participated in the Pre-Bid Conference. The 2009 CVS Questionnaires and Task Reports are available to anybody who is interested in either the California Energy Commission Library during regular business hours or by e-mailing a request to sbower@energy.state.ca.us before the deadline to submit bids. Appendix B of this RFP contains the relevant CHTS data items. Appendix C of this RFP contains the equation specifications relevant to this RFP.

Please note that while the model structure displayed in the 2009 CVS Task 8 Report mentioned above applies to this RFP, its equation specifications do not. The 2011 CVS equation specifications are included in Appendix C to this RFP.

- 4. The RFP calls for working with the CHTS Contractor. Is anybody going to charge us? Could there be a set price to cover the cost of that working relationship?**

The 2011 California Vehicle Survey (CVS) Contractor will not be required to enter into an agreement or work directly with the CHTS Contractor. The 2011 CVS Contractor will work directly with the CCM and the CCM will assist in data transfer activities and communications. Since there is no direct relationship between the CVS Contractor and the CHTS Contractor there is no need for a set price.

To clarify please note that the reference to CHTS project manager in the solicitation document refers to the Caltrans CHTS Project Manager; CHTS Contractor refers to the company that has entered into contract with Caltrans for the 2010 CHTS project; and CCM refers to the Energy Commission Contract Manager.

- 5. Does the 2011 CVS household vehicle survey draw sample from the 2010 CHTS participants?**

Yes.

6. How many respondents are expected in the 2010 CHTS?

The goal of the agreement for the CHTS is to obtain 60,000 completed travel surveys. The data items and survey instruments have been finalized and pre-test is scheduled to begin in June 2011.

7. Is the 2011 CVS household vehicle survey a follow up survey to the 2010 CHTS?

Yes.

8. Were the CHTS households asked if they were willing to participate in further research efforts, limiting the sample frame to only those households who agreed? Were respondents informed that they may be contacted again?

Yes to both questions. Additionally, relevant to the CVS, the CHTS includes a question on the household plans to purchase a vehicle in the next 5 years.

9. Will the recruitment for the CVS household vehicle survey need to wait until the CHTS is complete (around June 2012), or can administration be somewhat concurrent with the CHTS?

It can be done concurrently. However, first data sets from the 2010 CHTS may not be available until November 2011.

10. How frequently and on what schedule will the CHTS survey data be made available to the CVS contractor: weekly, monthly, or quarterly?

Data will be made available on a monthly basis, with up to two months lag to allow for data cleaning. All data from the California Household Travel Survey (CHTS) will be provided by the Caltrans Project Manager to the CCM. Data includes respondent contact info, vehicle ownership, and completed survey information. First data sets may not be available until November 2011.

11. What types of contact information will be available from the CHTS for the purposes of recruiting respondents for the CVS household vehicle survey?

Telephone numbers, mailing addresses and e-mail addresses will be shared as available. See question 10.

12. Given that the CHTS respondents will also be eligible for selection for the Southern California Association of Governments (SCAG) follow-up study planned for roughly the same time as the CVS, there is some concern related to respondent burden and response propensity. Is it plausible that a respondent expressing willingness to participate in follow-up surveys could be selected for both SCAG and CVS?

Yes. SCAG is aware of this respondent burden and addresses it accordingly.

The CVS incentive payment should address the respondent burden. However, note that the CHTS includes diaries that are completed by all household members, while the CVS household vehicle surveys are completed only by the household members with at least 50% responsibility for purchasing vehicles.

13. Will there be any effort to coordinate sample selection for the CVS and SCAG surveys?

No coordination is planned at this time between SCAG and the Energy Commission with respect to the CVS.

- 14. The RFP clearly states that the CVS Contractor is not responsible for the data collected and provided by the CHTS Contractor. However, the CVS Contractor will rely on the CHTS Contractor meeting data delivery deadlines. Late delivery of the CHTS data could impact the conduct and analysis of the CVS. Have considerations been made to account for this possibility?**

The CVS Contractor will not be held responsible for delays caused by the CHTS Contractor that are beyond the CVS Contractor's control. Please see Addendum #1 to the RFP.

- 15. Can the CEC provide context on the required use of monetary incentives? What levels of incentives have been successful in respondent recruitment during prior rounds of the CVS?**

The 2007 CVS incentives were:

Household: \$20 for the stated preferences survey, and \$50 for focus group sessions.

Commercial: \$20 for the stated preferences survey, and \$100 for focus group sessions.

The 2009 CVS incentives were:

Household: \$20 for the stated preferences survey, and \$100 for focus group sessions.

Commercial: \$25 for the stated preferences survey, and \$150 for focus group sessions.

- 16. The RFP makes reference to light duty vehicles. Does the commercial vehicle survey include medium and heavy duty vehicles?**

No. The CVS commercial vehicle survey only includes light duty vehicles (10,000 lb or less Gross Vehicle Weight).

- 17. Approximately how many records are expected in the commercial DMV file?**

In 2009, there were 4,545,389 commercial non-rental light duty vehicles in California.

- 18. The RFP specifically notes that the CCM will obtain confidential respondent information. This may have a chilling effect on willingness to participate. Is the Energy Commission willing to relax or remove this requirement from the survey?**

No. Also note that the Contractor will not be permitted to release respondent information pursuant to confidentiality and non-disclosure agreements signed with the relevant state agencies. The Commission's release of respondent information is subject to the Information Practices Act and the Public Records Act.

- 19. Do the household and commercial samples need to be conducted during the same calendar period?**

No.

- 20. The RFP states that the CEC is interested in making both annual and seasonal estimates from the 2009 CVS. Should this be interpreted to mean the CEC desires a 12 month data collection effort for the 2011 CVS (i.e., to support seasonal estimates)?**

The RFP does not require seasonal estimates, and the equations in Appendix C of the RFP have no seasonal element in their estimation.

21. Are there a minimal number of weeks or months that you expect the data collection for (a) the household survey, and (b) the commercial vehicle surveys, to encompass?

No minimum number of weeks or months has been specified for data collection.

However, the CHTS travel survey is conducted over one year and is scheduled to begin in June 2011 and end in June 2012.

22. In II. Scope of Work and Deliverables, Task 3.E it states that if necessary the respondents shall be contacted by phone or offered the choice of completing by mail or website with telephone follow-up used to obtain additional information or to modify and correct the collected data. However, in Task 4: Survey and Sample Design (top of page 16) it says the survey design may use multiple modes for conducting the survey, including phone... Is it the intent of the Energy Commission to use telephone as a primary data collection tool or only to be used as a follow-up data enhancement method as noted in 3.E?

The contractor is expected to use any modes necessary to achieve the required results. However, the contractor must, at minimum, offer the choice of completing the survey by website. Phone contact can be used for follow up data enhancement.

23. Do the survey instrument, survey website, and focus groups need to be translated into Spanish or any other languages?

See Addendum # [1] to the RFP. The Contractor is required to obtain a sample that is representative of state demographics, as indicated in the 2010 census. The CHTS accommodates multiple languages both for the instrument and the website (there are no focus groups in the CHTS).

24. Does the survey material produced for this contract need to comply with Section 508 of the Rehabilitation Act?

No. The Rehabilitation Act is not applicable to the CVS.

25. As a follow up to the conference, would you be able to confirm that Disabled Veteran Business Enterprise Incentive (DVBE) is a requirement for the proposal, e.g. the evaluation team must include a DVBE?

DVBE Participation and the DVBE Incentive are two separate programs. It is mandatory that the Bidder participate in the DVBE program by having a minimum of 3% DVBE participation. If a Bidder does not comply with the DVBE participation, their proposal will be rejected.

The DVBE Incentive Program allows Bidders the opportunity to improve their bid status by committing to more than the mandatory 3% DVBE participation.

Information regarding the DVBE Participation Program is located on page 36 of 38 in the RFP and in the RFP Attachments 3.1 and 3.2.

26. Do you have to be licensed to do business in California?

Corporations doing business in California must be registered and in good standing with the Secretary of State. RFP, Attachment 4, Contractor Certification Clauses, page 4 of 4, paragraph 5, discusses the requirements of Corporate Qualifications To Do Business In California. Whether other business licenses, permits, or certifications are necessary depends on the particular business, and must be determined by the contractor.